

Muhammad Talib

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Professional Summary

Seeking employment in a professional environment where I can diversify and improve upon the skills gained during working in various organizations.

Work Experience

05/2020 to 10/2020

General Manager at CHAA SHAA Cafe Kallar Syedan

- Maintains safe, secure, and healthy facility environment by establishing, following, and enforcing sanitation standards and procedures; complying with health and legal regulations; maintaining security systems.
- Establishes restaurant business plan by surveying restaurant demand; conferring with people in the community; identifying and evaluating competitors; preparing financial, marketing, and sales projections, analyses, and estimates.
- Meets restaurant financial objectives by developing financing; establishing banking relationships; preparing strategic and annual forecasts and budgets; analyzing variances; initiating corrective actions; establishing and monitoring financial controls; developing and implementing strategies to increase average meal checks.
- Attracts patrons by developing and implementing marketing, advertising, public and community relations programs; evaluating program results; identifying and tracking changing demands.
- Maintains patron satisfaction by monitoring, evaluating, and auditing food, beverage, and service offerings; initiating improvements; building relationships with preferred patrons.

02/2018 to 08/2018

Manager at Chohan Enterprises

- Accomplishes department objectives by managing staff; planning and evaluating department activities.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Ensures a safe, secure, and legal work environment.
- Improved operational Planning and business frameworks to enhance resource utilization and reduce waste.
- Develops personal growth opportunities.
- Created and implemented aggressive action plan to address pressing cost control needs.
- Recorded inventory sales into organization's weekly income report.

11/2015 to 05/2017

Lecturer and administrative assistant at The scholar School, Islamabad

- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussion and student centered learning.
- Taught diverse student population by employing various teaching styles and abilities.
- Created clear and engaged lesson to develop students interest and abilities.
- Greeting and directing visitors and new staff to the organization.
- Writing and issuing emails to teams and departments on behalf of teams or senior staff.
- Finding ways to improve administrative processes.

Education

09/2014 to 10/2018

UET Taxila

BSIT with 3.16 CGPA

09/2011 to 08/2014

PBTE Lahore

DAE (IT) with 74.38%

07/2009 to 08/2011

BISE Rawalpindi

Metric (Science) with 58.47%

04/2020 to 05/2020

University of California

Initiating and Planning Projects

Online Course

04/2020 to 05/2020

Google, through Coursera

Technical Support Fundamentals

Online Course

02/2020 to 04/2020

Virtual University

Digital Marketing

Online Course through DigiSkills

Languages

English — Peofessinal

Urdu — Native

Additional Skills

- Digital Marketing
- Software development
- Website Design and Development
- Database Management
- computer software and hardware support (Installation, Troubleshooting, etc)
- IT support

References

Available Only Upon Request